



UNITED STATES MARINE CORPS

MARINE CORPS BASE

PSC Box 20004

Camp Lejeune, North Carolina 28542-0004

BO 5210.1Y

BADJ

JUN 10 1997

BASE ORDER 5210.1Y

From: Commanding General

To: Distribution List

Subj: BASE GUARD MAIL OPERATIONS AND COMMAND MAIL CENTER

Ref: (a) FMFM 3-1, par 1302

(b) BO P5112.1E

Encl: (1) Alphabetical List of Activities

1. Purpose. To provide instructions pertaining to the handling of guard mail by Marine Corps Base, Camp Lejeune, North Carolina.

2. Cancellation. BO 5210.1X.

3. General

a. In accordance with reference (a), the Base Guard Mail and Messenger Service is operated under the direct supervision of the Base Adjutant.

b. The messenger service provides for two runs daily to the activities listed in enclosure (1) that are denoted by an asterisk. All other activities will pick up their guard mail in Room 130, Building 1 (Base Adjutant's Office).

c. Past experience indicates that articles processed through the U.S. Mail addressed from an on-base unit/section to another on-base unit/section takes an average of two to five days for delivery. Articles processed through the guard mail system, when properly addressed, takes from same day delivery up to two days.

d. In accordance with reference (b), the Base Adjutant Office is designated as the Command Mail Center for outgoing official mail.

JUN 10 1997

4. Action

a. All activities located at Camp Lejeune will normally use the guard mail services for the transmission of unclassified correspondence to addressees located within Camp Lejeune, and Marine Corps Air Station, New River.

b. Marine Corps Air Station, New River, is requested to continue its current scheduled pick-ups and deliveries from this Headquarters, Room 130, Building 1.

c. All guard mail materials must be enclosed in a messenger envelope (SF-65, available at the Self-Service Center), and must have the proper address or acronym. Addresses such as "Commanding General/Commanding Officer" are discouraged. Guard mail should be addressed to the section intended for action/info in order to expedite delivery.

d. The Base Motor Transport Officer will furnish the Base Adjutant one enclosed vehicle (step-van type), equipped with sorting bins for the scheduled guard mail runs.

e. All activities in enclosure (1) denoted by an asterisk are requested to designate a central location within each building where all guard mail material may be expeditiously received and dispatched. If two or more sections are in the same building, they will designate one pick-up and delivery point.

f. The Base Adjutant provides the Command Mail Center as an expansion of the Guard Mail System for Marine Corps Base organizations. Commanding officers are responsible for ensuring outgoing official mail is prepared in accordance with reference (b). The Base Adjutant is responsible for the mailing of all consolidated correspondence intended for entry into the U.S. Postal Service as official mail forwarded to that office by Marine Corps Base organizations.

g. Units at Camp Lejeune that deploy and leave no headquarters element behind may request consolidated mailing of guard mail. Such requests should be submitted to this Headquarters (Base Adjutant) with complete mailing address and the specific dates that such mailing is required.

h. Base Postal Officer. The Base Postal Officer shall monitor all outgoing official mail to ensure compliance with reference (b), and report all violations or noncompliance to the Base Adjutant for appropriate action.

5. Concurrence. This Order has been coordinated with and concurred in by the Commanding Generals, II Marine Expeditionary Force; 2d Marine Division; 2d Force Service Support Group; and the Commanding Officer, Marine Corps Air Station, New River.


J. T. MURRAY
Chief of Staff

DISTRIBUTION: A

ALPHABETICAL LIST OF ACTIVITIES

<u>ACTIVITY</u>	<u>BLDG. NO.</u>
*Accounting Officer, MCB (ACCTGO).....	16
AC/S, Comptroller (COMP).....	8
Budget Division	
Finance Division	
Managerial/Accounting Division	
Civilian Payroll Division	
Resource Evaluation & Analysis (REA) Division	
AC/S, Environmental Management Department (EMD).....	1
AC/S, Facilities (FAC).....	1
AC/S, Installation Security and Safety Department (ISS).....	27
Base Game Warden Division (BGAME)	
*AC/S, Logistics (LOG).....	914
Food Services Officer (FOOD)	
Contracting Officer (CONT)	
Direct Support Stock Control Officer (DSSC)	
Traffic Management Officer (TMO)	
Motor Transport Officer (MTO)	
Base Property Control Officer (BPCO)	
Tech-Research (T&R)	
AC/S, Management Support Department (MSD).....	13
Joint Interservice Regional Support Group (JIRSG), South-14	
AC/S, Manpower (MANP).....	1
AC/S, Morale, Welfare, Recreation (MWR).....	1
AC/S, Training, Education & Operations (TE&O).....	1
Bachelor Enlisted Quarters (BDBH).....	2617
Bachelor Officer Quarters (BDBH).....	2617
Base Adjutant (BADJ).....	1
*Base Brig (BRIG).....	1041
*Base Safety (SAFE).....	1208
Career Planner, MCB (CARP).....	12
Central Files, MCB.....	1
*Chaplain (CHAP).....	37
*Civilian Payroll.....	1005
Child Development Center (CDC).....	4014
Civilian Human Resources Office - East (HREL).....	33
Classified Files Unit (BCFU).....	1
Security Manager (SMGR)	
*Command Element, II Marine Expeditionary Force (IIMEF).....	H-1
Commanding General (CG).....	1
Chief of Staff (BCOS)	
Protocol Officer (PROT)	
Staff Secretary (SSEC)	
*Communications-Electronics Officer (BCEO).....	24
COMSEC Custodian (CMS)	
Electronic Maintenance (EMO)	
Marine Telecommunications Center (MTCC)	
Military Affiliate Radio Station (MARS)	
Telephone Branch (BTEL)	

ENCLOSURE (1)

BO 5210.1Y
JUN 10 1997

ACTIVITY

BLDG. NO.

*Consolidated Education Center (CEC).....	202
Consolidated Public Affairs Office (CPAO).....	67
*Defense Reutilization Management Office (DRMO).....	906
*Defense Commissary Agency (DECA).....	1230
*Dependent Schools (CLDS).....	855
Director Branch Clinics (NCBC).....	15
Eastern Area Counsel Office (EACO).....	67
*Family Housing Division (BDFH).....	TT43
Field Medical Service School (FMSS).....	M105
Field Supply and Maintenance Analysis Office-1 (FSMAO-1).....	M407
*Fire Protection Division (FIRE).....	18
*Food and Hospitality Division (MFDH).....	1401
Headquarters and Support Battalion (HQSPBN).....	12
Headquarters Marine Corps Liaison (HQLN).....	1
Human Services (HSVC).....	302
American Red Cross	
Alcohol Treatment Facility (ATF)	
Family Counseling Center (FCC)	
Family Service Center (BFSC)	
Navy-Marine Corps Relief Society	
New Parent Support Program	
Information Systems Management Division (ISMD).....	1101
Inspector, MCB (INSP).....	1
MAG-26, MCAS, New River.....	504
MAG-29, MCAS, New River.....	4122
*Maintenance (MAIN).....	1202
*Manpower Information Systems Support Office (MISSO).....	1101
Marine Corps Air Station, New River (MCAS).....	820
Marine Corps Engineer School (MCES).....	BB28
Marine Corps Exchange Director (MCX).....	1231
Marine Corps Service Support Schools (MCSSS).....	M131
Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS)....	M503
*Marine Federal Credit Union (MFCU).....	1235
Military Personnel Officer (PERS).....	12
*Navy Auditor (NAUD).....	65
Naval Dental Center (DENT).....	15
Naval Hospital (HOSP).....	NH100
*Naval Criminal Investigative Service (NCIS).....	H32
*Non-Appropriated Fund Instrumentality Personnel (NAFI).....	1401
*Passenger Transportation.....	223
*Personnel Support Activity Detachment (PSD).....	321
Postal Officer (POST).....	1770
*Printing Plant (PRTG).....	80
*Provost Marshal's Office (PMO).....	3
Criminal Investigations Division (CID)	
Public Affairs Officer (PAO).....	67
*Public Works and Resident Officer-in-Charge.....	1005
Construction (PWO/ROICC)	
*Recreation Division (MREC).....	1501
Sports Activities Division, MWR (MSAD)	
Community Recreation Division, MWR (MCRC)	

ENCLOSURE (1)

ACTIVITY

BLDG. NO.

*Reserve Support Unit (RSU).....	59
School of Infantry (SOI).....	TC846
Sergeant Major (SGTMAJ).....	1
Staff Judge Advocate (SJA).....	66
Training Support Division (TSD).....	54
Range Control Officer (BRCO)	
Explosive Ordnance Disposal (BEOD)	
Veterinarian (VET).....	TT2451
Weapons Training Battalion (WTB).....	R12
*2d Force Service Support Group (2DFSSG).....	2
Legal Service Support Section (LSSS)	
*2d Marine Division (DIV).....	H-1